

**Subject:** Re: Westchester BID Invoice for Assessment Funds  
**From:** Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)>  
**Date:** 06/29/2016 08:15 AM  
**To:** Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>

From now on we will number our invoices per this model: year/month/day of submission. Thank you.

On Wed, Jun 29, 2016 at 7:41 AM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:  
The Controller requires invoice numbers to help ensure that we don't pay the same invoice twice.

On Wed, Jun 29, 2016 at 7:37 AM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:  
Okay.

On Tue, Jun 28, 2016 at 5:20 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:  
The date ("160619"). No one has ever asked for a number. Thank you.

On Tue, Jun 28, 2016 at 5:10 PM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

Hi Don,

The invoice doesn't have a number. Not sure if that is an issue for our Accounting folks. I submitted it for payment, but if they tell me they need one, what number shall I write on the invoice?

Thanks.

Rita

On Tue, Jun 28, 2016 at 2:12 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:

Attached is our draft invoice for assessment funds. I noted that we have not received any Transmittals since May and I'm wondering if there are additional funds that the Westchester BID may invoice for. Please advise.

Thank you.

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Rita Moreno  
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